

WELCOME TO THE USCG'S

RESPONSE RESOURCES INVENTORY (RRI)

DATA COLLECTION APPLICATION

NOTE: If you have problems or questions about the data collection program feel free to contact Jorice Williams at the National Strike Force Coordination Center (NSFCC), 1461 US HWY 17 North, Elizabeth City, NC 27909, (252) 331-6000, ext 3036.

HARDWARE REQUIREMENTS AND PRE-INSTALLATION SETUP:

- A. THIS PROGRAM REQUIRES AN IBM PC (OR COMPATIBLE) WITH AN INTEL 80286 (AT) OR BETTER PROCESSOR WITH AT LEAST 640K OF RAM, A HARD DISK DRIVE WITH AT LEAST 3 TO 4 MB OF FREE DISK SPACE, AND ONE HIGH DENSITY 5 1/4" OR 3 1/2" DISK DRIVE.
- B. IN ORDER TO RUN THE PROGRAM THE CONFIG.SYS FILE MUST CONTAIN THE STATEMENT: FILES=50. A LARGER NUMBER IS OK.
- C. THE PROGRAM ALSO REQUIRES BUFFERS=20 (or more).
- D. THE DATA COLLECTION PROGRAM IS NOT COMPATIBLE WITH THE DOS UTILITY "SHARE". PLEASE MAKE SURE SHARE.EXE IS NOT LOADED WHEN RUNNING THE PROGRAM. ALSO DO NOT LOAD THE APPLICATION USING WINDOWS.
- E. APPROXIMATELY 2 MEGABYTES OF HARD DISK SPACE NEEDS TO BE AVAILABLE FOR LOADING THE PROGRAM AND 2 MEGABYTES MORE WHEN RUNNING THE PROGRAM.

THE INTENT AND PROCESS OF THE PROGRAM:

A. THE INTENT:

The data collection program was developed to allow owners of response resources to provide detailed information about the equipment they own to the Coast Guard's National Strike Force Coordination Center (NSFCC) in response to mandates in the Oil Pollution Act of 1990 (OPA90). Once NSFCC has the information, they will load it into a central database. Extracts of the central database will be available to all interested parties through an electronic Bulletin Board System (BBS).

B. THE PROCESS:

The basic process is:

1. Receive the packet containing the data collection program and read the information contained in the packet.
2. Install the data collection program.
3. Fill in the owner information.
4. Send copies of the program to any additional sites you own/operate or enter the data pertaining to the other sites you own or have contract agreement with.
5. Enter/Review site and resource data.
6. Return the resource data to the NSFCC for all of your sites.

C. WHAT YOU NEED TO DO:

1. If you are reading this, then you should have received the information packet including the data collection program.

2. INSTALL THE DATA COLLECTION PROGRAM:

- a. Put the floppy disk in the drive.
- b. Change to that drive. If the floppy drive is A:, just type A:
- c. To install the program type:

INSTALL [Source Drive:] [Destination Drive:]

Example: Assume that we are installing to the first hard disk drive named C: from the floppy drive named A:. The command you type would be INSTALL A: C:.

This will install the OSRO Data Collection Program from A: to C: drive.

- d. The application will make a directory called OSRO on your hard disk and install the application there.

NOTE: WHEN THE PROGRAM HAS BEEN INSTALLED IT WILL TAKE UP ~ 2 MEGABYTES OF HARD DISK SPACE.

- e. You will see the Data Collection Programs and Files being expanded onto your hard disk. You will then be left at the DOS prompt in the newly created OSRO directory.

NOTE: IN ORDER TO RUN THE PROGRAM THE CONFIG.SYS FILE MUST CONTAIN THE STATEMENT: FILES=50 (or greater). THE DOS UTILITY SHARE.EXE SHOULD NOT BE RUNNING AND YOU SHOULD HAVE AT LEAST 2 MEGABYTES OF AVAILABLE SPACE ON THE HARD DISK.

D. BRAND THE PROGRAM WITH YOUR OWNER INFORMATION:

1. Run the Data Collection Program. Type: OSRODC [Enter]
2. A welcome screen will be displayed. Press [Enter] to get to the main menu pad. If this is the first time the program is being run the ADD OWNER screen will be displayed, otherwise a single menu line will be displayed. At any time you can press Function Key 1 [F1] to get context sensitive help.

NOTE: This application is written to be accessible with a mouse or with Special Keys. If you don't have a mouse, Function Key 10 [F10] or the [Alt] key gives you control of the menu line. [Alt] plus the highlighted letter in an option on the top menu line will open that option.

3. Complete the ADD OWNER screen, and select DONE.

NOTE: More detailed information about filling out the owner information screen and navigating the program interface can be found in the other handouts in the packet.

4. If you are a site (not an owner) skip step E below. If you are an owner with additional sites that will perform their own data entry, then complete step E below.

E. SEND COPIES OF THE PROGRAM TO ANY ADDITIONAL SITES YOU OWN/OPERATE:

1. The purpose of this section is to insure that all of the sites that you own have exactly the same owner information. This is very important to maintaining the quality of data entered into the central database.
2. Exit the program by selecting Quit from the menu [Alt]+Q).
3. We have provided a batch file that will copy all of the necessary files to a blank formatted high density 5 1/4" or 3 1/2" floppy disk. To run the batch program place a blank formatted high density 5 1/4" or 3 1/2" floppy disk in the desired drive.
4. While in the C:\OSRO directory, type:  
  
SENDSITE [Source:] [Destination:]  
  
Example SENDSITE C: A:
5. This will copy the owner information and the rest of the data collection application to a floppy so it can be distributed to remote sites for data entry.
6. The remote sites should install the program as specified in C above.
6. If owners have resources at the owner location or other sites that they want to enter information for, then run the program as specified in D1 above, and begin to add sites and/or resources as specified in F below.

F. ENTER/REVIEW RESOURCE DATA:

1. Use the function keys and/or the arrow keys to highlight the Add option. Add information about resources located at the owner site (if applicable) and then add other sites and their resources.
2. Use the function keys and/or the arrow keys to highlight the Review option. Review the data. If any changes need to be made, use the arrow keys to move to the data and press [Ctrl] + [F5] to modify.
3. When finished with all data entry and review, "Quit" the application.
4. If you need to delete an entered record use the following procedure:
  - a. Under the Review Window of the application, bring up the list of the records you have entered. You may either access the record in Summary or Detail mode.
  - b. When your records appear, highlight the record that you want deleted.
  - c. Open the BROWSE Window.
  - c. Press T for Toggle to Delete. Whichever record was highlighted will have a small dot (.) appear to the far lefthand-side it. If you are using a mouse, by placing your cursor directly behind the record you want to delete and clicking once on it will also mark the record with a dot.
  - d. Close out of that window and access the Utilities Window.
  - e. Select Delete and select if you are accessing Site or Resource records. Any record that has been marked for deletion, will be removed from the file.

5. If you want a paper copy of the information you have entered use the following procedure:

- a. Access the Utilities Window and select Reports. You may generate a report on the Sites or Resources you have entered. If you want Site Reports, a SITESP.TXT file is produced (if you are an Owner/Site, these files will be empty).
- b. Under resources, there are three submenus: All, Individual and Summary. All will produce an ALLRES.TXT file that contains all resources. Individual produces an INDRES.TXT that contains selective site resources. Summary produces a SUMMARY.TXT report that will summarize the mounts of owned and contracted equipment that an OSRO participant will for classification purposes.
- c. If you are listing All Resources or Summary information, the data will be automatically deleted when the ALL and Summary menus are restarted. If you are listing Individual resources, after printing you will need to DELETE INDRES.TXT. (If you need to reprocess Individual Resource data ,it will be appended to any existing INDRES.TXT file.
- d. If you access the Print Information menu from the Utilities Window, a description of the text files and their parameters you generated will be displayed. You will need to QUIT the Data Collection application and get to a DOS command line to print your reports.

If your printer is directly attached to a PC, you may use the DOS PRINT command [PRINT ALLRES.TXT], otherwise use the COPY command [COPY ALLRES.TXT > PRN].

- e. Your printer should set in landscape condensed mode before printing them out.

G. RETURN THE RESOURCE DATA TO THE NSFCC FOR ALL OF YOUR SITES:

1. Copy the data files to a floppy disk. We have provided a batch file to automate this process. You can use high or low density floppies as long as they are formatted. The floppies can be either the 5 1/4" or 3 1/2" variety. The program will automatically use more than one floppy disk if necessary.
2. You should be in the OSRO directory of the hard disk you installed the program on.
3. Run the RETURN program. Type:

RETURN [Source Drive:] [Destination Drive:]

Example: Assume that you have been working on the hard disk drive named C:, and you want to copy the files to the floppy drive named A. Type RETURN C: A:

This will copy the filled data files from the C: to A: drive.

4. Take the completed floppy (or floppies) and mail to the NSFCC.
5. You are free to keep the application and we encourage you to use it to manage you resources. If you want to remove the application from your hard drive, all you have to do is delete all of the files in the OSRO directory.